

CDA Credential for Instructors Human Services Cluster

(High Skill, High Wage, High Demand = Child Care Guidance Management and Services)
(Across-The-Board = Child Development and Parenting)

Name and Description of Project:

The CDA is an entry level credential which is required in most states for family childcare licensing, and to be lead teacher or a director in a center based program. CDA's are able to meet the specific needs of children and work with parents and other adults to nurture children's physical, social, emotional, and intellectual growth in a child development framework. Earning the CDA Credential has many advantages, including motivating caregivers toward continuing education and providing a platform for professional and career opportunities. Many view the CDA Credential as an instrument for career advancement in the early childhood care and education profession.

Major Activities:

Teacher will earn 480 hours working with young children

Teacher will attend CDA training and receive the CDA Credential

Performance Indicator:

Skill Attainment with certification

Measurement:

The success of this project will be measured by the number of teachers who successfully earn a CDA Credential. Students who complete the Early Childhood program of study will have hours earned toward their CDA credential. Those students will reflect positive placement in post-secondary education or in the workplace.

Professional Development:

Instructors will earn 480 work hours from a licensed child care facility in their community

CDA Training and DWE Childcare Guidance training

Instructional Materials/Supplies:

CDA Credential for teacher = \$2,000

Stipend paid to teachers on non contracted days for teacher training

Equipment:

Possible with justification

Definition of the Child Development Associate (CDA)

A Child Development Associate (CDA) is an individual who has successfully completed the CDA assessment process and has been awarded the CDA Credential. CDAs are able to meet the specific needs of children and work with parents and other adults to nurture children's physical, social, emotional, and intellectual growth in a child development framework.

A CDA performs according to the CDA Competency Goals in center-based, home visitor or family child care programs. To date, there are more than 200,000 CDAs in all 50 United States, the Commonwealth of Puerto Rico, and the U.S. territories of Guam and the Virgin Islands.

Earning the CDA Credential has many advantages, including motivating caregivers toward continuing education and providing a platform for professional and career opportunities. Many view the CDA Credential as an instrument for career advancement in the early childhood care and education profession. The Council works to ensure that it is a credible and valid credential, recognized by the profession as a vital part of a coordinated system of professional development.

As a result of an increase in demand from many public and private employers for qualified trained staff, the number of child care providers applying for the CDA Credential has grown to nearly 15,000 annually. Furthermore, 49 states plus the District of Columbia incorporate the CDA Credential into their childcare center licensing regulations.

Determine Eligibility

Candidates seeking to apply for CDA assessment in any of the three settings (center-based, family child care, and home visitor) must meet the following eligibility requirements:

- Be **18 years of age or older**
- Hold a **high school diploma or GED**
- Have **480 hours of experience working with children** within the past five years
- Have **120 clock hours of formal child care education** within the past five years

Candidates applying for a Bilingual Endorsement must meet the above requirements and be able to speak, read, and write well enough in both English and another language to understand and be understood by both children and adults.

All Candidates must also be able to identify an appropriate setting where they can be observed working as the lead caregiver. For details, see separate website section on "Settings for CDA Credentials".

Training Requirement

The eligibility requirement for CDA Candidates to have 120 clock hours of formal child care education may be met through participation in the wide variety of training available in the field, including in-service. While the formal education hours can be credit or noncredit, the hours must be through an agency or organization with expertise in early childhood teacher preparation. The agency or organization must provide verification of the Candidate's education in the form of a transcript, certificate, or letter.

The 120 clock hours of education must be documented, with no fewer than 10 hours in each of the following content areas:

1. Planning a safe, healthy, learning environment
2. Steps to advance children's physical and intellectual development;
3. Positive ways to support children's social and emotional development;
4. Strategies to establish productive relationships with families;
5. Strategies to manage an effective program operation;
6. Maintaining a commitment to professionalism;
7. Observing and recording children's behavior; and
8. Principles of child development and learning.

Purchase Application Packet

Individuals who meet all the Candidate eligibility requirements and who can be observed in an eligible setting are ready to purchase an application packet appropriate for the type of credential they wish to receive.

1. The *Preschool Packet* is for Candidates working in a center-based setting with children 3-5 years old.
2. The *Infant/Toddler Packet* is for Candidates working with children from birth to 36 months of age.
3. The *Family Child Care Packet* is for Candidates working with one or all age groups in a family child care home.
4. The *Home Visitor Packet* is for Candidates working with the parents of young children.

These Application Packets contain ALL of the documents Candidates will need to apply for CDA assessment. Each packet is customized for the selected child care setting and contains two copies of the *CDA Competency Standards Book*; instructions and instrument for the observation; scholarship information; parent questionnaires; and the application form.

Application Packet			
Setting	*Fee	English Version Code	Spanish Version Code
Preschool	\$18.00	AP-PS	SAP-PS
Infant/Toddler	\$18.00	AP-IT	SAP-IT
Family Child Care	\$18.00	AP-FCC	SAP-FCC
Home Visitor	\$18.00	AP-HV	SAP-HV

* Book fee does not include shipping and handling charges

Complete Assessment Requirement

Upon receipt of an Application Packet, a Candidate is ready to begin working on the requirements for CDA assessment. These requirements are completed in three phases: preparation of necessary materials; filing of application; and verification of competence and knowledge.

Preparation: The first set of requirements involves the Candidate documenting evidence of her or his competence from the following three sources:

- 1.The Professional Resource File (prepared by the Candidate)
- 2.The Parent Opinion Questionnaires (collected by the Candidate)
- 3.The CDA Assessment Observation Instrument (completed by the Advisor)

Application: When the above documentation is complete, the Candidate and Advisor sign the Application Form and send it to the Council with the assessment fee (\$325) and training documentation. This begins the CDA Assessment Process and the Council assigns a Council Representative to conduct the Verification Visit.

Verification Visit: The second set of requirements involves a Council Representative visiting the Candidate to verify competence and knowledge using two methods:

- 4.The Early Childhood Studies Review (administered by the Council Representative)
- 5.The Oral Interview (conducted by the Council Representative)

Details about the assessment and credential process are presented in a separate website section "CDA Assessment System".